

1 April 1999

Administrative
OPERATIONAL DELETIONS - ENLISTED PERSONNEL

Summary. This memorandum establishes policy and procedures for processing operational deletion requests pertaining to enlisted personnel assigned to HQ TRADOC.

Suggested improvements. The proponent of this memorandum is the Deputy Chief of Staff for Base Operations Support (DCSBOS). Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through

channels to Commander, TRADOC, ATTN: ATBO-B, 5 North Gate Road, Suite C, Fort Monroe, VA 23651-1048. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

Availability. This publication is available on the TRADOC Homepage at <http://www-tradoc.army.mil>.

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1-1. Purpose. This memorandum establishes policies and procedures for processing request for operational deletions from assignment pertaining to enlisted personnel at HQ TRADOC.

1-2. Reference. DA Pam 600-8-11, Reassignments.

1-3. Responsibilities.

a. Chief of Staff, TRADOC will exercise signature authority on all requests for operational deletions.

b. Adjutant General, DCSBOS will--

(1) Monitor all requests for operational deletions from assignment for enlisted personnel assigned to HQ TRADOC and Fort Monroe.

(2) Prepare appropriate endorsement for Chief of Staff, TRADOC signature.

c. Personnel Administration Center will--

(1) Assist TRADOC staff elements, USAG, and other TRADOC activities on Fort Monroe in preparing requests for operational deletions.

(2) Forward completed request to the Personnel Service Center for additional processing.

d. Personnel Service Center will--

(1) Review request to ensure completeness.

(2) Attach individual soldier's DA Form 2 and 2-1, Personnel Qualification Record.

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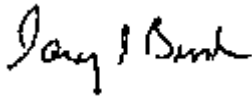
(3) Forward request to TRADOC AG for final administrative review and preparation of endorsement for Chief of Staff TRADOC.

e. TRADOC Staff elements, USAG, and other TRADOC Fort Monroe activities will provide complete justification to support requests for operational deletions.

1-4. Program description. Operational deletions are processed in accordance with DA Pam 600-8-11. Requests must explain the rare and unusual circumstances which exist and be fully justified. Requests must be submitted to PERSCOM to arrive within 45 days of the assignment notification cycle date. All requests forwarded to PERSCOM for consideration must be personally endorsed by a general officer in the chain of command.

FOR THE COMMANDER:

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